

July 25, 2003

WEST VIRGINIA BULLETIN NO: WV230-5-3

SUBJECT: EOP – Civil Rights Committee and WV SEPM's

Purpose: The purpose of this bulletin is to recruit employees to serve as Chairman of the Civil Rights Committee and Special Emphasis Program Managers (SEPM's).

Expiration Date: This bulletin expires September 30, 2005

ACTION REQUESTED BY: August 31, 2005

The Civil Rights Committee has key responsibilities in providing management officials advice on equal opportunity, civil rights, and program delivery issues. Special emphasis programs have been initiated to address the employment and program delivery related concerns of groups not specifically included in other programs where a need for special emphasis or employment concerns of such groups has been demonstrated.

The Civil Rights Committee and Special Emphasis Program Managers will be integral to helping us improve our equal opportunity program and program delivery to our clients. I am accepting nominations for employees to serve a three (3) year appointment for the American Indian Emphasis Program and a newly created Veterans Emphasis Program. I am also accepting nominations for employees to serve a one (1) year appointment as the Chair of the West Virginia Civil Rights Committee.

The policy that describes the role and responsibilities for these appointments is located on the Electronic Directive System under the General Manual, Title 230, Part 403 and Part 404.

Employees who are interested in serving should submit their name through appropriate channels to me by Wednesday, August 31, 2005. I will select the Civil Rights Committee Chair and SEPM's by Mid September.

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If you have any questions, please contact Charlotte Wertz at 304-284-7551.

/s/

**Ronald L. Hilliard
State Conservationist**

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